



DEPARTMENT OF THE NAVY

NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 2310.1A

Code 22

JAN 11 2000

NSHS BETHESDA INSTRUCTION 2310.1A

From: Commanding Officer

Subj: PAGER OPERATION AND DISTRIBUTION

Ref: (a) DODINST 7000.14R
(b) NNMCIINST 2310.3A

Encl: (1) Request for loan of personal property
(2) Flow Chart Pager System

1. **Purpose.** To establish policy for pager operation, distribution and repair to ensure effective service to users for the Naval School of Health Sciences (NSHS) Bethesda, Maryland.

2. **Scope.** This instruction is applicable to all personnel and departments aboard NSHS Bethesda, Maryland.

3. **Policy.** To provide command staff with pager service consistent with sound management practices. Personal use of government telecommunication equipment outside of official government business is not authorized.

a. Pagers will be issued based on the priorities and categories listed below.

PRIORITY

1
2
3

PERSONNEL CATEGORY

CO, XO, Directors & CMC
Department Heads, Division
Officers & Duty Crew
Administrative Support

4. **Responsibilities**

a. Head, Operating Management Department shall:

(1) Serve as the point of contact regarding pager issuance, contracts, services, and repairs.

(2) Pursue financial reimbursement for missing, lost or damaged pagers if appropriate.

(3) Conduct semi-annual inventory of pagers.

(4) Ensure that an adequate inventory of pagers is on hand to support command requirements.

b. Individual Pager Custodian(s) shall:

(1) Request a pager using enclosure (1), and include justification and Department Heads' signature.

(2) Provide reasonable safeguards to prevent the loss, theft, or damage of the pager.

(3) Report missing, lost or stolen pagers directly to the Head, Operating Management Department via Chain of Command.

(4) Be held accountable for missing, lost or damaged pagers.

(5) Use the pager for official government business only.

6. **Duty pagers.** Duty pagers are accounted for by OPMAN personnel but are the responsibility of the individual(s) issued the pager during the watch.

7. **Pager Requests.** All requests for pagers shall be made using enclosure (1). Forward all pager requests to the Head, OPMAN Department via Chain of Command.

8. **Action**

a. Directors and Department Heads will ensure widest dissemination and compliance with the provisions of this instruction by personnel under their cognizance.

b. Individual pager custodians shall use and protect the government pager under their control pursuant to this instruction.


D. A. WYNKOOP

Distribution:
Lists I & II

REQUEST FOR LOAN OF PERSONAL PROPERTY

1. Definition of Loan: A loan is defined as: " Granting permission to use personal property without compensation on the condition that it will be returned without cost to the Department of the Navy in a condition as good as when loaned, reasonable wear is expected" .

2. Policy: Personal property may be loaned when legally authorized or when clearly in the interest of the Department of the Navy, NSHS, or national defense. Personal property shall not be utilized for private gain.

3. Criteria: In addition to meeting the basic requirement, borrower will meet the following:

- a. Financially responsible for pagers.
- b. Returned prior to any permanent change of station (PCS) move.
- c. Copy of the approved request will be maintained with the borrowed property at all times.

4. Agreement Requirements (a-c to be completed by Requester, d-e to be completed by OPMAN personnel.

a. Borrower's justification for requested loan:

b. Date of Loan: _____ Date of Return: _____

Security Code: _____

c. Statement of Borrower: I, the borrower will assume all liabilities, responsibilities, and costs incurred incident to loan of this property. I assume all risk of lost or damaged property, and will return the property in as good as condition as loaned, reasonable wear and tear expected. This agreement and its requirements have been fully explained to me by the approving official.

Name of Borrower: _____ Phone Number: _____

Signature: _____ Date: _____

Name of Dept. Head: _____

Signature of Dept. Head: _____ Date: _____

a. Description and condition of property: _____

b. Serial #: _____ PIN#: _____

Approved/Disapproved

OPMAN Dept. Signature: _____

**Pager utilization and
distribution procedures**